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Brown

Syllabus of Librarianship

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"To purchase such books as shall be most  
needed for the College Library, so as  
best to promote the objects  
of the College."

Received 25 Oct. 1904





# ANNOTATED SYLLABUS FOR THE SYSTEMATIC STUDY OF LIBRARIANSHIP,

WITH TABLES OF FACTORS AND PERCENTAGES  
IN CONNECTION WITH LIBRARY FINANCE,  
BUILDINGS, BOOK SELECTION, STATISTICS, ETC.

BY

JAMES DUFF BROWN,

Borough Librarian, Finsbury,

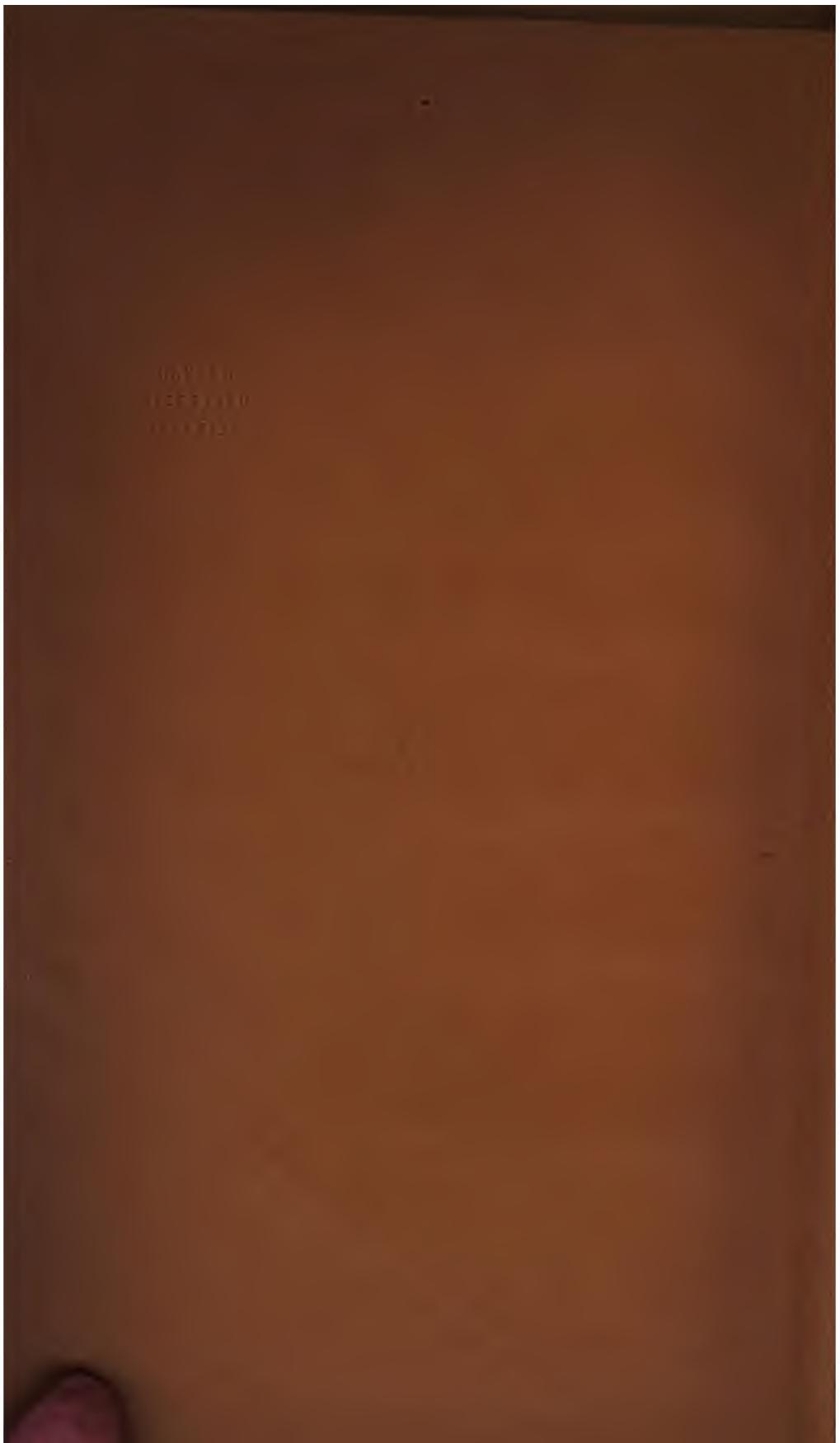
Author of "Manual of Library Economy" "Manual of Library Classification," etc.

*Designed for the use of Students entering for  
the Professional Examinations of the  
Library Association.*

LONDON

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## Annotated Syllabus.

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This Syllabus has been prepared in response to the suggestions of a number of library assistants who have felt the need for a classified bibliography, or rather reading list, of the most useful literature dealing with Library Economy in all its branches. The following list is a mere selection of the books and articles which seemed most likely to be useful to students, and it makes no pretence to completeness. In most cases the literature has been confined to works in the English language, though now and again French and German books have been included when particularly valuable.

It is very unlikely that many libraries contain all the works suggested, and for that reason alternative titles are given so as to enlarge the student's field of choice.

As regards method of study, students are recommended to read, by way of a preliminary survey, some elementary and easy text-book which covers most of the ground. When this has been done, and the student has grasped the extent of the field, he should then select for more detailed reading those books and articles which seem to him best suited to supply his ascertained deficiencies in knowledge. For example, in **BIBLIOGRAPHY**, Rawlings' "Story of books" and the "Encyclopædia Britannica" article on *Bibliography* by Messrs. Tedder and Thomas will give a fair idea of the historical and theoretical side of the main subject. Then Duff's "Early printed books," Blades' "Pentateuch," and the British Museum "Guide to the Exhibition in the King's Library" will give a graphic and accurate view of the development of printing. The books marked with an asterisk (\*) in each division are those which are recommended for special study. Additions to the lists and suggestions or queries are solicited, and will be carefully considered.

### BIBLIOGRAPHY.

#### A.—INTRODUCTORY.

##### i. THEORY AND DEFINITIONS.

Burton. *Book Hunter*. (Introduction.)

Campbell. *Theory of National and International Bibliography*.

\**Encyclopædia Britannica*, last edition. (Article, "Bibliography.")

\*Horne. *Introduction to Bibliography*. (Early chapters; old-fashioned, but full.)

Petherick. *Theoretical and Practical Bibliography*. International Library Conference, 1897, p. 148.

Power. *Handy-book about Books*, pp. 91-116.

\*Tedder. *Study of Bibliography*. Library Assoc. Trans., 1884, p. 128.

## 2. EVOLUTION OF THE PRINTED BOOK FROM MS. FORMS

- \*Blades. *Pentateuch of Printing.*
- Duff. *Early Printed Books.*
- Rawlings. *Story of Books.* (Elementary, but comprehensive.)
- \*Madan. *Books in Manuscript.*
- British Museum. Fac-similes of MSS. and Printed Books.
- \*— *Guide to the MSS., &c., exhibited in the Department of MSS. and in the Grenville Library.* Last edition.
- \*— *Guide to the Exhibition in the King's Library, illustrating the History of Printing.* Last edition.

## 3. INVENTION OF MOVABLE TYPE.

- \*Blades. *Pentateuch of Printing.*
- *Who was the Inventor of Printing?* "Library Chronicle," v. 4, p. 135.
- Bullen. *The presumed earliest Printed Notice of Gutenberg.* Lib. Assoc. Trans., 1884, p. 25.
- De Vinne. *The Invention of Printing.*
- \*Duff. *Early Printed Books.*
- Horne. *Introduction to Bibliography.*
- Encyclopædia Britannica.* Last edition. "Typography."
- \*British Museum. *Guide to Exhibition in the King's Library.*

## 4. BLOCK BOOKS.

- Bouchot. *The Printed Book.*
- \*Duff. *Early Printed Books.*
- \*Horne. *Study of Bibliography.*
- \*Humphries. *History of the Art of Printing.*
- British Museum. *Guide to Exhibition in King's Library ... Hist. of Printing.*

## 5. DISTRIBUTION OF PRINTING

- \*Blades. *Pentateuch of Printing.* (Exodus.)
- Duff. *Early Printed Books.*
- \*Garnett. *Introduction of European Printing into the East.* International Library Conf., 1897, p. 5.
- Power. *Handy-book about Books,* pp. 27-42.

## B.—OUTLINES OF HISTORICAL TYPOGRAPHY.

## 6. PROGRESS OF PRINTING (INCUNABULA).

- \*Duff. *Early Printed Books.*
- Horne. *Study of Bibliography.*
- \*Humphries. *Art of Printing.*
- \*Proctor. *Index to Early Printed Books.* (See valuable prefaces, &c.)
- \*Steele. *What 15th Century Books are about.* "Library," Oct., 1903.

## 7. GREAT PRINTERS AND THEIR WORKS.

See most of the foregoing books, and such articles as—Christie. *Elzevir Bibliography,* "Library Chronicle," v. 5, p. 117.—Faber. *Christopher Plantin,* "Library," v. 2, pp. 12, 38, 87, 133, and others, under names of printers.

- \*Bullen, ed. *Catalogue of Caxton Exhibition.*
- Faulmann. *Geschichte der Buchdruckerkunst.*

## 8. PRINTING IN BRITAIN.

- Duff. *Early Printed Books.*
- Humphries. *Art of Printing.*
- \*Plomer. *History of English Printing.*

## C.—THE PRODUCTION OF BOOKS.

## 9. TYPEFOUNDRYING.

*Encyclopædia Britannica*, Chambers, and other reference books.  
See also incidental references in Humphries, &c.

## 10. PRACTICAL PRINTING.

Walford. *Early Laws concerning Books and Printers*, Lib. Assoc. Trans., 1883, p. 88.  
See same authorities as 9, and refer to Southward's books.

## 11. PAPER AND INK. See books under No. 9.

Blades. *Paper and Paper-marks*. "Library," v. 1, 1889, p. 217.  
Note on 9-11.—It is assumed that only a slight knowledge of this practical side of subsidiary bibliography will be necessary.

## 12. BOOKBINDING.

Brassington. *History of the Art of Bookbinding*.  
\*Prideaux. *Historical Sketch of Bookbinding*.  
— *Bibliography of Bookbinding*. "Library," v. 4, 1892, pp. 15, 50, 90.  
Prosser. Ditto. "Library," v. 4, p. 225.

## 13. BOOK ILLUSTRATION.

Bouchot. *The Printed Book*.  
\*Crane. *Decorative Illustration of Books*.  
Humphreys. *Art of Printing*.  
\*Pollard. *Early Illustrated Books*.

## D.—DESCRIPTION AND DISTRIBUTION OF BOOKS.

## 14. COLOPHONS, TITLE-PAGES, SIGNATURES (including Latinized and vernacular names of towns).

\*Blades. *Signatures in Old Books*. "Library," v. 1, 1889, p. 121.  
\*Cotton. *Typographical Gazetteer*, 1831, 1866, 2 v.  
Deschamps. *Dictionnaire de Géographie*.  
Garnett. *Some Colophons of the Early Printers*. "Library," v. 3, 1890, p. 265.  
Pollard. *Last Words on the History of the Title-page*. 1891.  
\*Proctor. *Notes on Signatures*. "Library," v. 3, 1891, p. 267.  
\*Stein. *Manuel de Bibliographie générale*, pp. 555-636.  
See also Rogers' *Manual of Bibliography*, and Kleemeier's *Handbuch der Bibliographie*, Horne's *Study of Bibliography*, and the entries under CATALOGUE RULES, &c.

Note.—All the names of the chief centres of printing (Latinized and vernacular) should be memorized.

## 15. DATES, SIZES, TYPE, COLLATION.

For dates, especially the translation of Roman into Arabic numerals, see any good arithmetic or encyclopædia, also \*Rouveyre's *Connaissances nécessaires à un Bibliophile*, v. 2, p. 187.

Report on Size-notation. Lib. Assoc. Trans., 1879, pp. 11, 133. Lib. Assoc. Trans., 1882, p. 98.

See also Monthly Notes, v. 3, p. 130, and "Library," v. 4, 1892, p. 147.  
Bradshaw. *Size-notation as distinguished from Form-notation*. See "Collected Papers," p. 406.

See also Proctor's *Early Printed Books* and Jacobi's *On the Making and Issuing of Books* for ancient and modern type, and general works on Bibliography for Collation.

## 16. PUBLISHING, COPYRIGHT, BOOKSELLING.

- \*Copinger. *Law of Copyright.*
- \*Birrell. *Law and History of Copyright in Books.*
- \**Encyclopædia Britannica* (under above headings).
- \*Chambers' *Encyclopædia*  
Growell. *The Profession of Bookselling.* "
- Putnam. *Authors and their Public.*
- Roberts. *Earlier History of English Bookselling.*
- \*Wheatley. *Prices of Books.*

## E.—THE COMPILATION OF BIBLIOGRAPHIES.

## 17. VARIETIES AND USES OF BIBLIOGRAPHIES.

- Langlois. *Manuel de Bibliographie Historique.* [Introduction.]
- \*Pollard. *Relations of Bibliography and Cataloguing.* Inter. Lib. Conf., 1897, p. 63.

## 18. ARRANGEMENT AND RULES FOR COMPILATION.

- \*Cole. *Compiling a Bibliography.* "Library Journal," 1901, pp. 791, 859.
- \*Madan. *Method in Bibliography.* Biblio. Soc. Trans., 1893, pp. 91-102.  
*See also* the rules under Cataloguing Codes.

## 19. NOTES AND DESCRIPTION and methods of compilation.

*See Cataloguing, under heading of "Annotations," &c.*

## F.—GUIDES AND AIDS TO BOOKS.

## 20. BIBLIOGRAPHIES.

- British Museum *List of Bibliographical Works in the Reading Room.*
- \*—. *Subject-Index of Modern Books.* (Fortescue). 3 vols.
- \*Brown. *Bibliographical Aids.* "Library World," v. 5, 1903, p. 197.
- Harrison. *County Bibliography.* "Library Chronicle," v. 3, p. 49.
- Hulme. *Librarian's Aids.* "Library Association Record," 1903, p. 119.
- John Crerar Library (Chicago). *List of Bibliographies of Special Subjects.*
- \*Langlois. *Manuel de Bibliographie Historique.*
- Madan. *What to aim at in Local Bibliography.* "Library Chronicle," v. 4, p. 144.
- Minto. *Bibliography of Local Literature.* "Library Association Record," 1902, p. 37.
- State Library Bulletin (Albany, N.Y.) Library School, No. 4. *Selected Reference Books.*
- State Library Bulletin (Albany, N.Y.) Library School, No. 5. *Selected Subject Bibliographies.*
- \*Stein. *Manuel de Bibliographie Générale.*
- Tedder. *Bibliography of National History.* "Library Chronicle," v. 3, p. 185.
- Universal Catalogue of Literature. Reports of Library Assoc. and Society of Arts. Lib. Assoc. Trans., 1878, pp. 8, 9; 1879, p. 6, 1880, p. 9.
- \*Vallée. *Bibliographie des Bibliographies*, 1883-87, v. 2.
- Walford. *New General Catalogue of English Literature.* Conf. of Librarians, 1877, p. 101; Lib. Assoc. Trans., 1878, pp. 54, 154.

## I. CATALOGUES

To be studied by reference to great bibliographical catalogues, like British Museum, Bibliothèque Nationale, John Rylands, London Library, Peabody Institute, &c. Also the catalogues of firms like Quaritch, Voy-nich, Sotheby, Rosenthal, Ellis & Elvey, &c., and sale catalogues of celebrated book auctions.

**22. GUIDES TO READING AND BOOK SELECTION.**

Acland. *Guide to the Choice of Books.*  
\*Adams. *Manual of Historical Literature.*  
\*Baker. *Guide to the Best Fiction.*  
\*Catalogue of the "A.L.A." Library.  
\*Iles. *Annotated Bibliography of Fine Art.*  
\*Kroeger. *Guide to the Study and Use of Reference Books.*  
Perkins. *The Best Reading: Hints on the Selection of Books.* 4 vols.  
Sargent. *Reading for the Young.*  
\*Wheatley. *How to form a Library.*  
*See also the Essays and lists of Carlyle, F. Harrison, A. Lang, Lubbock (Lord Avebury), &c.*

**23. BIBLIOGRAPHICAL SOCIETIES AND PERIODICALS.**

Brown. *Bibliographical Aids.* "Library World," v. 5, 1903, p. 204.  
Campbell. *Institut International de Bibliographie.* "Library," v. 7, p. 341.  
Copinger. *Formation of a Bibliographical Society.* "Library," v. 4, 1892, p. 1.

**24. G.—BOOK SELECTION. (THEORY, &c.)**

\*Brown. *Manual of Library Economy*, pp. 90-94; 201-229.  
*See also the list of references on p. 223 of Brown's Manual.*

**H.—HONOURS CANDIDATES. (Elementary knowledge of Paleography.)**

\*British Museum, *Facsimiles of MSS.*  
\*— *Guide to the MSS., &c.*  
\*Madan. *Books in Manuscript.*  
\*Rawlings. *Story of Books.*  
\*Taylor. *The Monastic Scriptorium.* "Library," v. 2, p. 237.  
\*Thompson. *Greek and Latin Paleography.*  
\*— *Arrangement and Preservation of MSS.* "Library Chronicle," v. 4, p. 33.

Students are reminded that useful and valuable exhibitions and collections of books on bibliography are preserved in the British Museum, St. Bride Foundation Institute, London, and the Library Association Library, now housed in the Clerkenwell Public Library, Finsbury, London, E.C.

**LITERARY HISTORY.**

This department of librarianship has an enormous literature of its own, and it is doubtful if the "sources of information" given by the Library Association Syllabus can be improved. The subject is confined to English Literature (including the British Colonies and the United States) and to translations into English of the works of great foreign authors. It will be in this latter part that most difficulty will be experienced, as, owing to its almost wholly un-bibliographical character, the text-book literature of the subject is practically useless. Such questions as, who first translated into English the works of Homer, Dante, Schiller, Erasmus, Cervantes, Arabian Nights, Goethe, Racine, Tasso, &c.? are not by any means easily answered, especially from such text-books as Hallam's "Literature of Europe," and others mentioned. The best thing to be done under the circumstances, is for

each student to compile a list of the leading authors of every foreign literature of importance, confining the selection to the greatest names only, and then to consult such works as the British Museum catalogue of printed books ; Lowndes' "Bibliographer's Manual" ; Chambers's "Cyclopædia of English literature" ; Nichol's "Tables of European Literature" ; and such of the general text-books as give particulars of the Elizabethan and other translators of foreign classics. Sometimes suggestions may be obtained from bibliographical works like those of Stein, Vallée, and Brunet, but it must be confessed that this department of the subject bristles with difficulties.

The Library Association list of text-books is as under :—

- Chambers's Cyclopædia of English literature, 1903. 3 vols.
- Courthope (W. J.). History of English poetry, 4 vols. 1903.
- Garnett (Dr. R.), and Gosse (Edmund) English literature, 4 vols. 1903.
- Handbooks of English literature ; edited by Hales, 1897.
- Minto (W.). English prose literature, 1886.
- Raleigh (Walter). The English novel, 1894.
- Saintsbury (G. E. B.). Elizabethan literature, 1887.
- Nineteenth century literature, 1896.
- Short history of English literature, 1898.
- Taine (H. A.). History of English literature, 2 vols.
- Ten Brink (B.). History of English literature to the death of Surrey, 1547. 3 vols. 1893-97.
- Ward (A. W.). History of English dramatic literature to the death of Queen Anne, 3 vols. 1899.
- Bryce (James). Impressions of South Africa (chapter on literature), 1897.
- Worsfold (W. B.). South Africa (chapter on literature), 1867.
- Byrne (Desmond). Australian writers, 1896.
- Turner (H. G.), and Sutherland (A.). The Development of Australian literature, 1898.
- Bourinot (Sir J. G.). Intellectual development of the Canadian people, 1881.
- Hopkins (J. Castell). A Review of Canadian literature (in "Canadian Encyclopædia.")
- Trent (W. P.). History of American literature, 1903.
- Wendell (B.). Literary history of America, 1900.

#### GENERAL.

- Adams (C. K.). Manual of historical literature, 1888.
- Baker (E.). Descriptive guide to the best fiction, 1903.
- Encyclopædia Britannica, 1879-1903.
- Hallam (H.). Introduction to the literature of Europe, 1882.
- Periods of European literature ; ed. by Saintsbury, 8 vols. 1897-99.

In addition, it may be recommended to the Student in search of a brief general survey to begin with, that Brooke's "English literature" primer be used as a preliminary text-book. This can be followed up by Henry Morley's "First Sketch," a good work with some useful bibliographical features, which will be found valuable in conjunction with the same author's "English Writers," for translations of the earlier foreign writers. Some of the best information concerning English translations of great foreign novels, will be found in Wilson's edition of Dunlop's "History of Fiction" (Bohn) ; and in Baker's "Guide to the best fiction."

**CLASSIFICATION.****A.—THEORETICAL.****1. PRINCIPLES AND PHILOSOPHY.**

- \*Brown. *Manual of Library Classification.*
- *Manual of Library Economy*, pp. 244-253.
- \*Flint. *Classification of the Sciences.* "Presbyterian Review," 1885, p. 401; 1886, p. 483.
- Pearson. *Grammar of Science*, pp. 504-532.
- \*Richardson. *Classification, Theoretical and Practical.* (By far the best introduction to classification methods and theory).
- Shields. *Philosophia Ultima*, pp. 52-79.

**2. LOGICAL CLASSIFICATION.**

- \*Jevons. *Principles of Science.*  
See also Flint and Shields above, and most treatises on Logic and Methodology.

**3. HISTORY OF CLASSIFICATION.**

- \*Brown. *Manual of Library Classification.* (The best and only general sketch).
- \*Edwards. *Memoirs of Libraries*, v. 2, pp. 761-831.
- Petzholdt. *Bibliotheca Bibliographica.*
- \*Richardson, *Classification, Theoretical and Practical.*

**B.—PRACTICAL APPLICATION.****4. TO BOOKS, CATALOGUES AND SHELVES.**

- \*Brown. *Manual of Library Classification.* T.V. 5 125
- *Manual of Library Economy*, pp. 265-272. T.V. 5 125
- \*Cutter. *Expansive Classification.* (Introductory and explanatory parts).  
Dana. *Library Primer.* T.V. 5 125
- \*Dewey. *Decimal Classification.* (Introduction).  
Edwards. *Memoirs of Libraries*, pp. 761, &c.
- Garnett. *British Museum Classification.* Lib. Assoc. Trans., 1877, p. 108.
- Jast. *Library Classification.* "Greenwood's Year Book," 1900, p. 21.
- *Classification in Public Libraries.* "Library," v. 7, p. 169.
- *Dewey System.* "Library," v. 9, p. 340.
- \*Kephart. *Classification.* "United States Education Report," 1892-93, v. 1, p. 861.
- Lyster. *Dewey Notation and Classification.* "Library," v. 8, p. 482. T.V. 2 64 .1
- *Shelf Classification by Dewey System.* "Library," v. 9, p. 329.
- \*Lyons. *Encyclopædia.* Article in *Encyclopædia Britannica.* 9th Ed.
- Peddie. *Decimal Classification.* "Library," v. 9, p. 346.
- Robertson. *Classification in Public Libraries.* Inter. Lib. Conf., 1897, p. 89.
- Wilson. *Classification in Public Libraries.* Lib. Assoc. Trans., 1879, T.V. 1 25  
pp. 79, 155.

**5. DESCRIPTIONS OF OLD AND MODERN SYSTEMS AND NOTATIONS.**

- Brown. *Manual of Library Classification.*
- Brunet. *Manuel du Libraire*, v. 6, 4th Ed., 1844.
- Cutter. *Expansive Classification.* Also Inter. Lib. Conf. Trans., 1897.
- Dewey. *Decimal Classification.*
- \*Edwards. *Memoirs of Libraries.* As above.
- Fletcher. *Library Classification.*

- \*Fumagalli. *Della Collocazione dei libri nelle pubbliche Biblioteche*, pt. 4, 1890.
- \*Graesel. *Bibliothekslehre*, 1902.
- \*Maire. *Manuel Pratique du Bibliothécaire*.
- Perkins. *Rational Classification of Literature*.
- \*Petzholdt. *Bibliotheca Bibliographica*.
- \*Richardson. *Classification, Theoretical and Practical*.

[Brown and Richardson are the best works in English.]

[NOTE.—For a varied and large number of papers on Classification in every aspect see Indexes to the *Library Journal*, *Public Libraries*, and *Library World*.]

### CATALOGUING.

#### A.—THEORETICAL: OBJECTS AND KINDS OF CATALOGUES.

1. See definitions of the word catalogue in good dictionaries.
2. Read the following chapters and essays for the general theory and objects of catalogues and their kinds:—

- \*Brown. *Manual of Classification*, pp. 83-94.
- \*\_\_\_\_\_. *Library Economy*, pp. 273-294.
- Dana. *Library Primer*, p. 94.
- \*Edwards. *Memoirs of Libraries*, p. 749. &c.
- Garnett. *Public Libraries and their Catalogues*. In "Essays in Librarianship," p. 32.
- Graesel. *Bibliothekslehre*, pp. 201-300. (Valuable for an extensive list of references to books and articles on cataloguing.)
- \*Lane. *Cataloguing*. U.S. Education Report, 1892-93, v. 1, p. 835.
- \*Macfarlane. *Cataloguing*. In "Library Administration," pp. 78-147.
- \*Quinn. *Manual of Library Cataloguing* (Passim. Weak on the theoretical side).
- Wheatley. *How to Catalogue a Library*, pp. 1-24.

3. DICTIONARY CATALOGUES (including arrangement, and author and subject varieties). Read the following for arguments and special rules:—

- \*Barrett. *Alphabetical and Classified Forms Compared*. International Library Conference, "Transactions" 1897, p. 67.
- Bond. *Classified versus Dictionary Catalogues*. Library Association Record, 1900, p. 313.
- \*Brown. *Library Economy*, pp. 273-275.
- \*Cutter. *Rules for a Dictionary Catalogue*. (Passim.)
- Doubleday. *Class Lists or Dictionary Catalogues*. Library, 1897, v. 9, p. 179.
- \*Doubleday. *The Dictionary Catalogue*. Library Association Record, 1901, p. 521.
- Pollard. *Meditation on Directories*. Library, 1901, p. 82.
- \*Quinn. *Manual of Library Cataloguing*, pp. 17-105.  
See also. B Codes of Cataloguing Rules.

4. CLASSIFIED CATALOGUES (Including arrangement).

- \*Brown. *Classified Catalogues*. Greenwood's Year Book, 1897, pp. 88-92.
- \*\_\_\_\_\_. *Manual of Classification*, pp. 83-94.
- \_\_\_\_\_. *Classification and Cataloguing*. Library, 1897, pp. 150-156.
- \*\_\_\_\_\_. *Library Economy*. pp. 273-294.
- Dewey. *Library School Rules for Catalogues*. (Passim.)

\*Jast. *Classified and Annotated Cataloguing.* *Library World,* 1899, p. 159, &c.  
Quinn. *Manual of Cataloguing,* pp. 106-115.  
\*— *The Classified Catalogue.* *Library Association Record,* 1901, p. 514.

5. HISTORY OF CATALOGUING. ('There is nothing of a general kind in English on this subject, and the following list is not by any means a good one) :—

\*Brown. *Mechanical Methods of Displaying Catalogues.* Library, 1894, p. 45. (Contains a useful chronological list of articles and examples, 1597-1893.)  
\*Dewey. *Library School Rules for Catalogues.* (Contains a very useful and suggestive "Bibliography of Catalogue Rules," by Mrs. S Cutler Fairchild.)  
\*Edwards. *Memoirs of Libraries,* pp. 749-929. Encyclopædia Britannica, 9th edition. Articles on Bibliography and Libraries.  
\*Horne. *Introduction to Bibliography,* pp. 551-758 (Lists of old catalogues).  
Wheatley. *How to Catalogue a Library.* (Passim.)

#### B.—CODES OF CATALOGUING RULES.

6. There are many codes of rules issued by the Prussian and French Governments; British and Continental Universities, &c., but it is doubtful if the examination will extend to them, as they can hardly be regarded as "principal codes." The following are the principal recognized codes which have been printed:—

American Library Association *Rules.* In *Library Journal,* 1883, pp. 251-254 and 263-264. Revised edition issued by the Government Printing Office, Washington, 1902. Not finally adopted yet.  
Bodleian Library *Rules.* Accessible in the Library Association Rules (L. A., Series No. 5), and Library School reprint of Library Association Rules, 1902.  
British Museum *Rules,* 1900. (Also noticed in Macfarlane's "Library Administration," and reprinted in the Library Association, Series No. 5, and in Library School reprint of the Library Association Rules, 1902.)  
Cutter. *Rules for a Dictionary Catalogue.*  
Jast. *Classified and Annotated Cataloguing.* *Library World,* 1899, p. 159, &c. (An incomplete series of rules for classed catalogues.)  
Library Association *Rules.* Contained in No. 5 of the Library Association Series; the early numbers of the Library Association Year Book, and reprinted with an index by the New York State Library School, Bulletin No. 77, 1902.  
Linderfelt. *Eclectic Card Catalogue Rules.* (Contains the rules of Dziatzko, British Museum, Bodleian Library, Cutter, Dewey, Perkins, &c., compared and set forth in regular order with the variations noted. The System of Perkins ["San Francisco Cataloguing for Public Libraries, 1884"] is not of much importance now.)

The whole of the foregoing codes are for author and title catalogues.

## C.—ENTRY-MAKING AND TECHNIQUE OF COMPILATION.

(INCLUDING ALPHABETIZATION).

7. This practically means the application of the preceding rules to headings, titles, editions, collations, authors, subjects, forms, references, &c.

Brown. *Library Economy*, pp. 273-294.  
 \*Cutter. *Rules for a Dictionary Catalogue*.  
 De Morgan. *Difficulty of Correct Description*. Library Association Record, 1902, p. 247.  
 Edmands. *Rules for Alphabetizing*. Library Journal 1887, pp. 326-333.  
 Edmond. *Description of Books printed between 1501 and 1640*. Library Association Record, 1901, p. 133.  
 \*Edmond (J. P.) *Capital Letters in Cataloguing*. Library Association Record, 1903, p. 77.  
 \*Edmond. *Cataloguing of 15th Century Books*. Library Association Record, 1899, p. 297.  
 Guppy. *Analytical Cataloguing for Reference Libraries*. Library Association Record, 1902, p. 571.  
 \*Guppy. *Cataloguing of Anonymous Literature*. Library Association Record, 1901, p. 298.  
 Hulme. *Principles of Dictionary Subject Cataloguing*. Library Association Record, 1900, p. 571.  
 Hulme. *Construction of the Subject Catalogue*. Library Association Record, 1901, p. 507.  
 Jast. *Classified and Annotated Cataloguing*. "Library World," 1899, p. 159, &c.  
 Macfarlane. *Cataloguing*. In "Library Administration," pp. 78-147.  
 \*Quinn. *Manual of Library Cataloguing*.  
 Stephens. *How to Catalogue a Novel*. Library Association Record, 1899 p. 432.  
 \*Wheatley. *How to Catalogue a Library*.

*See also*, Bibliography D 14-15.

## D.—ANNOTATIONS.

8. This heading comprehends works which treat more fully of the principles and application of annotations than the books and articles quoted above.

*Appraisal or description?* "Library World," 1902, p. 264.  
*Appraisal versus description*. "Library World," 1903, v. 6, p. 11.  
 Baker. *Book Annotation in America*. "Library World," 1902, v. 4.  
*Book Annotation Discussion*. Library Journal, 1893. Conference No., p. 15.  
 \*Brown. *Descriptive Cataloguing*. Library, 1901, p. 135.  
 — *Library Economy*, p. 280.  
*Fiction Annotation*. "Library World," v. 1, pp. 198, 216; v. 2, pp. 150, 177, 206, 239; v. 5, pp. 253, 295, 292.  
 Iles. *Appraisal of Literature*. "Library Journal," 1896, Conference No., p. 26.  
 \*— Do. Inter. Conf. Trans., 1897, p. 166.  
 — *Expert Annotation of Book Titles*. U.S. Educ. Report, 1892-3, v. 1, p. 994.  
 — *Evaluation of Literature*. "Library Journal," 1892. Conference No.

## E.—CATALOGUES FOR SPECIAL PURPOSES.

9. A vague heading in the syllabus which may mean anything. Probably it refers to the forms indicated below :—

## BULLETINS :—

\*American *Discussions*. "Library Journal," 1892, p. 48; 1894, p. 50; 1899, p. 473.  
Jast. *Problem of Printed Catalogues*. "Library," 1901, p. 141.  
\*Turner. *Bulletins*. "Library," 1898, v. 10, p. 58.

## CLASS LISTS :—

\*Brown. *Library Economy*, p. 286.  
Brown—Jast. *Compilation of Class Lists*. "Library," 1897, v. 9, p. 45.  
Jast. *The Class List*. "Library," 1897, v. 9, p. 41.  
Willcock. *Classed Catalogues and their Indexes*. "Library World," v. 3, page 261.

## READING LISTS :—

\*Savage. *Reading Lists*. "Library World," v. 2, p. 259.

## F.—FORMS OF CATALOGUES.

10. Another vague heading, but apparently referring to methods of production and display, as they are stated to include "Printed, typed, manuscript, book, card, sheaf, placard."

Andrews. *Printed Card Catalogues*. Inter Lib. Conf., 1897, p. 126.  
\*Brown. *Library Economy*, pp. 285-314. (The only full account, with illustrations, of mechanical methods in English. Compare, however, the chapter in Graesel's *Bibliothekslehre*, pp. 257-272.)  
Dewey. *Library School Card Catalogue Rules*. 1892. (With facsimiles of written cards, &c.).  
" *Printed Catalogue Cards from a Central Bureau*. "Library," 1901, p. 130.  
Jast. *Sheaf and Card Catalogues*. "Library World," 1902, p. 129.

## G.—PRINTING OF CATALOGUES.

11. Refers to varieties of type, specifications and estimates, and the preparation of catalogue "copy" for the press.

Aldred. *The Linotype in Catalogue Printing*. "Library World," v. 1, p. 226; v. 2, p. 55.  
Doubleday. *New Method of Printing Catalogues*. (The Monotype). "Library World," v. 5, pp. 281, 309.  
Maw. *The Card Catalogue a Substitute for Printed Catalogues*. "Library World," v. 2, p. 63.  
May. *The Printing of Library Catalogues*. "Library Chronicle," v. 3, p. 70.  
\*Quinn. *Manual of Library Cataloguing*, pp. 122-130. See also "Short Notes on preparing copy" in the "Library World," v. 2, p. 15 and 73.

## LIBRARY HISTORY AND ORGANIZATION.

## A.—HISTORY OF LIBRARIES.

## I. ORIGIN: ANCIENT AND MEDIÆVAL LIBRARIES.

\*Clark. *The Care of Books*.  
\*Edwards. *Memoirs of Libraries*.  
\*Encyclopædia Britannica, article *Libraries*.

\*Rawlings. *The Story of Books.*  
 Teggart. *Contribution towards a Bibliography of Ancient Libraries*, 1899. Also in "Library Journal," 1899, p. 5.  
 Horne. *Study of Bibliography*, pp. i.-xxvi.  
 Cowper. *Notices of Ancient Libraries*. "Notes and Queries," 1855, 1st series, vol. 2, pp. 258, 337, 361, 493, 512.  
 Axon. *Ancient and Modern Libraries*. "British Almanac Companion," 1876, pp. 103-122.  
 Simpson. *History of the Evolution of the Library*. (See notice in "Library World," v. 6, 1904, p. 284).  
 Smith. *Babylonian and Assyrian Libraries*. "North British Review," 1870, pp. 305-324.  
 Wheatley. *Assyrian Libraries*. Trans. of L.A.U.K., 1880, pp. 87-90.  
 Rau. *Did Omar destroy the Library of Alexandria?* "Nineteenth Century," 1894, pp. 555-571.

## 2. GREAT MODERN EUROPEAN LIBRARIES.

Clegg. *International Directory of Booksellers, &c.*  
 Edwards. *Memoirs of Libraries*.  
 Grassauer. *Handbuch für . . . Bibliotheken Österreichs*.  
 Graesel. *Bibliothekslehre*.  
*Minerva*. *Jahrbuch*. [Contains brief notices, in German, of all the important royal, university, and other libraries, running throughout the various volumes from 1891 to 1904].  
*Jahrbuch der Deutschen Bibliothekar*, 1902-03.

The principal European libraries are:—

France—Bibliothèque Nationale, Paris; Arsenal Library, Paris; Mazarine Library, Paris; University Library (Sorbonne), Paris; St. Geneviéve, Paris.  
 Germany—Royal Library, Berlin; Royal Library, Munich; University Library, Strassburg; University Library, Göttingen; University Library, Leipzig; Ducal Library, Darmstadt; Royal Library, Dresden; University Library, Munich; Royal Library, Stuttgart; and University Library, Heidelberg.  
 Italy—Victor Emmanuel Library, Rome; National Library, Florence; Marcian Library, Venice; Vatican Library, Rome; Mediceo—Laurenzian Library, Florence.  
 Russia—Imperial Library, St. Petersburg; University Library, Warsaw.  
 Austria-Hungary—Royal Library, Vienna; University Library, Vienna; Hungarian National Museum, Buda-Pest.  
 Belgium—Royal Library, Brussels; University Library, Ghent.  
 Denmark—Det Store Bibliothek (Royal Library), Copenhagen.  
 Switzerland—Cantonal and State Library, Zurich.  
 Sweden—Royal Library, Stockholm; University Library, Upsala.  
 Spain—National Library, Madrid; Royal Library, Escorial.  
 Holland—University Libraries, Utrecht and Leyden; Royal Library, Hague.  
 Portugal—National Library, Lisbon.  
 Norway—University Library, Christiania.  
 Greece—University Libraries, Athens.

## 3. GREAT BRITISH LIBRARIES.

Clegg. *International Directory*.  
 Edwards. *Memoirs of Libraries*.  
*Encyclopædia Britannica*, article *Libraries*.  
 Greenwood. *Library Year-books*, 1897, 1900.

[Notices of single libraries like the British Museum, Bodleian, &c., will be found in the Transactions of the Library Association (see "Year-books," index to papers), and in the form of separate monographs like Edwards' "British Museum"; Macray, "Annals of the Bodleian Library," &c.].

The principal British libraries are:—  
British Museum, London (including the departments at South Kensington); Bodleian Library, Oxford; University Library, Cambridge; Advocates' Library, Edinburgh; Public Library, Manchester; Public Library, Birmingham; Trinity College, Dublin; Public Libraries of Liverpool, Leeds, Glasgow (including Mitchell Library), and Edinburgh; University Libraries of Edinburgh, Glasgow, Aberdeen, St. Andrews; London Library; Guildhall Library, London; and some of the older and more valuable foundations like the Chetham Library, Manchester; Signet Library, Edinburgh; Sion College, London; Lambeth Palace, London; John Rylands, Manchester; National Library of Ireland, Dublin, &c.

**4. GREAT AMERICAN LIBRARIES.**

Fletcher. *Public Libraries in America.*

Flint. *Statistics of Public Libraries in the United States, 1893.*

See also—*General Index to Library Journal, 1876-1897*, for articles on separate libraries.

The principal libraries in the United States are:—

Library of Congress, Washington; Harvard University; Boston Public Library; New York Public (including the Astor and Lenox collections); New York State Library, Albany; University Library, Chicago; Yale University, New Haven; Columbia University, New York; Chicago Public Library; Philadelphia, University, Library Company and Free Libraries; Newberry Library, Chicago, &c.

**5. PRIVATE LIBRARIES AND COLLECTORS.**

Burton. *The Book hunter.*

Elton. *Great Book Collectors.*

Edwards. *Free Town Libraries.* [Contains at end "Historical Notices of Book Collectors," 224 pp.].

Humphries. *The Private Library.*

Fletcher. *English Book Collectors.*

Wheatley. *How to form a Library.*

— *Prices of Books.*

**B.—LIBRARY LEGISLATION.****6. BRITISH LIBRARY LEGISLATION.**

\*Brown. *Manual of Library Economy.*

\*Chambers-Fovargue. *Law relating to Public Libraries and Museums*

\*Greenwood. *Edward Edwards.*

— *Public Libraries (last ed.).*

— *Year-books, 1897-1900.*

\*Ogle. *The Free Library.*

**7. COLONIAL LIBRARY LEGISLATION.**

\*Boosé. *Constitution of Colonial Public Libraries.* "Library," 1894, p. 391.

Bain. *Libraries of Canada.* "Library," 1895, p. 241.

Holgate. *Libraries in Australia and Tasmania.* L.A.U.K. Trans., 1884, p. 74.

[NOTE.—It ought to be noted that every Colony has promoted separate library legislation very much on British lines, and that these laws are contained in the Statutes of the various colonies.]

**8. UNITED STATES LIBRARY LEGISLATION.**

\*Pressnell. *Library Legislation in the United States.* "United States Education Report," 1895-96, vol. 1, pp. 523-599.

See also Annual and Occasional Reports in the "Library Journal," which note and describe progress and changes.

## C.—COMMITTEE, FINANCE, STAFF.

## 9. COMMITTEES.

- \*Ballinger. *Constitution of Public Library Committees.* "Library," 1895, p. 1.
- \*Brown. *Manual of Library Economy*, pp. 14-23.
- Rawson. *Duties of Library Committees.* Inter. Lib. Conf., 1897, p. 27.
- Utley. *Government, Constitution, Bye-laws and Trustees* (American). "United States Education Report," 1892-93, vol. I, p. 743.

## 10. THE LIBRARY RATE.

- Ballinger. *The Rate Limitation.* "Library Association Record," 1903, p. 16.
- Brown. *Manual of Library Economy*, p. 24.
- Chambers-Fovargue. *Law relating to Libraries.*

## 11. LOANS AND ACCOUNTS.

- Brown. *Manual of Library Economy*, pp. 24-52.
- See* p. 43 for table of budgets, and average proportions of expenditure under various heads.

## 12. ASSESSMENT TO RATES. INSURANCE.

- Brown. *Manual of Library Economy*, p. 46.
- Chambers-Fovargue. *Law.*
- Credland. *Rating of Libraries.* "Greenwood's Year-book," 1897, p. 45.
- Manchester Appeal *re Income tax.* "Library," 1896, pp. 401-9.
- Davis. *Fire Prevention and Insurance.* "Greenwood's Year-book," 1900, p. 53.
- Poole. *Fires, Protection, Insurance.* "United States Education Report," 1892-93, v. I, p. 724.

## 13. LIBRARIAN: QUALIFICATIONS, DUTIES, TRAINING.

- Brown. *Manual of Library Economy*, pp. 53-71.
- Dana. *Library Primer*, p. 20.
- Fletcher. *Public Libraries in America*, p. 80.
- Graesel. *Bibliothekslehre*, pp. 457-92.
- Macfarlane. *Library Administration*, pp. 1-45.
- Maire. *Manuel du Bibliothécaire*, pp. 33-42.
- Sharp. *Librarianship as a Profession.* "Public Libraries," 1898, p. 5.

## 14. ASSISTANTS: QUALIFICATIONS, DUTIES, TRAINING.

- Brown. *Manual of Library Economy*, pp. 72-89.
- Hasse. *Training of Library Employés.* "Library Journal," 1895, pp. 202, 239, 272, 303.
- Hill. *Library Service.* "United States Education Report," 1892-3, vol. I, p. 74.
- Hill. *Management of a Library Staff.* "Library Journal," 1897, p. 381.
- James. (H. P.) *Special Training for Library Work.* "International Library Conference," 1897, p. 34.
- James (M. R. S.) *Women Librarians.* "Librarian Association Record," 1900, p. 291.
- Ogle. *Training of Public Library Assistants.* "Greenwood's Year-book," 1897, p. 52.
- Robert's. *Education of the Library Assistant.* "Library," 1897, p. 103.
- See also* authorities named in No. 13, and indexes of "Library Assistant," "Library World," "Library Journal," "Library," &c. The syllabuses of most of the training schools for librarians are contained in the Library Association Library.

D.—BUILDINGS AND FITTINGS.

15. THEORY AND GENERAL PRINCIPLES.

Brown. *Manual of Library Economy*, pp. 90-94.  
Brydon. *Public Library Architecture*. "Library Association Record," 1899, p. 258.  
Burgoyne. *Library Construction*.  
Green. *Planning and Construction*. "Library Journal," 1900, p. 677.  
Pite. *Public Library Architecture*. "International Library Conference," 1897, p. 106.  
Utley. *How to Plan a Library Building*. "Library Journal," 1899, Conference number, p. 21.

16. SITES, PLANS, SPECIFICATIONS, COMPETITIONS.

See works cited in 15, especially Brown and Burgoyne.

For Plans and views see:—

Cotgreave. *Views and Memoranda*.  
Adams. *Public Libraries and Popular Education*.  
Graesel. *Bibliothekslehre*.  
Burgoyne. pp. 317-326, and the Library Journals, &c.

[For specifications and competitions, additional matter will be found in "Specifications," issued annually, and in most works dealing with Builders' Estimates.]

17. DETAILS OF ACCOMMODATION.

Brown. *Manual of Library Economy*, pp. 113-121.  
Burgoyne. *Library Construction*.

18. HEATING, LIGHTING, VENTILATION.

Brown. *Manual of Library Economy*.  
Burgoyne. *Library Construction*.  
Greenhough. *Ventilation, Heating, and Lighting*, "Library," 1890, pp. 381, 421.  
Hart. *Heating, Lighting and Ventilating*. "Greenwood's Year-book," 1897, p. 38.  
Patton. *Heating, Ventilation and Lighting*. "United States Education Report," 1892-3, vol. 1, p. 718.

19. FITTINGS, SHELVING, FURNITURE.

See Brown, Burgoyne, and other works above mentioned.  
Carr. *Fixtures, Furniture, and Fittings*. "United States Education Report," 1892-3, vol. 1, p. 733.

E.—BOOK-BUYING AND ACCESSION METHODS.

20. PRINCIPLES AND POLICY.

Andrews. *Book Selection*. "Library Journal," 1897 (Conf. No., p. 70).  
\*Brown. *Manual of Library Economy*, 201-229.  
Burgoyne. *Choice of Books for Small Libraries*. "Library Association Record," 1901, p. 189.  
\_\_\_\_\_. *Selection and Purchase of Books*. "Library World," 1899 pp. 136-157.  
Cutler. *Principles of Selection of Books*. "Library Journal," 1895, p. 339.  
Dana. *Library Primer*, pp. 39-52.  
Larned. *Selection of Books for a Public Library*. "Library Journal," 1895, p. 270.  
*Selection of Books*. Symposium. "Library Journal," 1894 (Conf. No., pp. 24, 34, &c.).

**21. AIDS AND GUIDES TO BOOKS.**

Brown. *Manual of Library Economy*, pp. 227-29.

*See also BIBLIOGRAPHY*, 20, 22.

**22. REVISION OF STOCK, DISCARDING, REPLACEMENTS.**

Aldred. *Book Selection and Rejection*. "Library Association Record," vol. 3, p. 143.

\*Brown. *Manual*, 220-224.

— *Library Progress*. "Library," 1900, p. 5.

\*Clarke. *Scientific Text-books and the Disposal of Editions out-of-date*. "Library," 1894, p. 164.

Learned. *The Line of Exclusion*. "Library Journal," 1896, p. 320.

Richardson. *Survival of the Fittest among Books*. "Library Journal," 1897 (Conf. No., p. 45).

Steiner-Ranck. *Replacements*. "Library Journal," 1896, p. 397.

**23. DONATIONS, MARKETS, AND SOURCES OF SUPPLY.**

Brown. *Manual*.

Burgoyne. *Selection and Purchase of Books*. "Library World," 1899, pp. 136, 157.

Formby. *Donations*. "Library," 1889, p. 197.

**24. PERIODICALS, ANNUALS, &c.**

Brett. *Use of Periodicals*. "Library Journal," 1895 (Conf. No., p. 12).

**ACCESSION METHODS.**

Brown. *Procedure in the Formation of Public Libraries*. "Greenwood's Year-book," 1897.

Brown. *Manual of Library Economy*, pp. 230-243.

Jast. *Accessions: The Checking of the Processes*. "Library," 1900, p. 152.

Jones. *Accession Department*. "United States Education Report," 1892-93, vol. 1, p. 809.

Savage. *The Stock Register*. "Library World," 1901, vol. 3, p. 11.

Willcock. *Worn-out Books*. "Library World," 1901, p. 91.

**26. MECHANICAL PROCESSES.**

Brown. *Manual of Library Economy*, pp. 238-239.

— *Handbook of Library Appliances*.

— *Formation of Libraries*. "Greenwood's Year-book," 1897.

**F.—RULES AND REGULATIONS.****27. GENERAL PRINCIPLES.**

Brown. *Manual of Library Economy*, pp. 349-369.

Brett. *Regulations for Readers*. "United States Education Report," 1892-93, vol. 1, p. 939.

Dana. *Library Primer*, pp. 122-139.

Jast. *Hindrances to Progress*. "Library Association Record," 1900, pp. 82-88.

Mullins. *Library Bye-laws and Regulations*. "Library Chronicle," vol. 4, p. 163.

**28. EARLY RULES.**

Brown. *Manual of Library Economy*, pp. 379-383.

Clark. *Care of Books*.

Edwards. *Memoirs of Libraries*,

**29. DRAFT RULES AND LEGAL ASPECTS.**

Brett. *Regulations for Readers.* "United States Education Report," 1892-93, vol. I, p. 939.  
Brown. *Manual of Library Economy*, pp. 359-369.  
Chambers-Fovargue. *Law.*  
Dana. *Library Primer*, pp. 123-139.  
L.G.B. *Draft Rules.* "Library Association Record," 1903, p. 28.

**30. POLICY OF PUBLIC SERVICE.**

[There is an immense literature on this subject, scattered throughout library journals and books. The best means of bringing libraries into touch with the people, and every aspect of the same question, have been dealt with in every possible way. The following is a selection of articles chiefly on the question of access to the shelves.]

Brett. *Freedom in Public Libraries.* "International Library Conference," 1897, p. 79.  
Brown. *Manual of Library Economy*, pp. 445-468.  
Doubleday. *The Open Access Question.* "Library," 1900, p. 187.  
Steiner-Ranck. *Report on Access to Shelves.* "Library Journal," 1894 (Conf. No., p. 87).  
Symposium. *Open Shelves.* "Library Journal," 1900 (Conf. No., pp. 34-40).  
Wilcox. *Open Shelves.* "Library Journal," 1900, p. 113.

**PRACTICAL LIBRARY ADMINISTRATION.**

The whole of the ground covered by this section of the Library Association Syllabus, save Museums and Art Galleries, is very fully dealt with in Brown's "Manual of Library Economy." It is partly covered in the works of Dana, Graesel, and Maire, and in other general books like Macfarlane's "Administration." In this section, therefore, only references to special articles will be given, it being understood that in most cases the general works of Brown, Burgoyne, Dana, Graesel, Macfarlane, Maire, and others apply.

**A. 1.—REFERENCE DEPARTMENT.**

*Reference Work in Libraries.* Symposium. "Library Journal," 1891, p. 297.  
\*Foster. *Assistance to Readers.* "United States Education Report," 1892-93, vol. I, p. 982.  
Woodruff. *Reference Work.* "Library Journal," 1897 (Conf. No.), p. 65.  
Pacy. *Reference versus Lending Department.* "Library Association Record," 1901, p. 593.  
Wood. *Relative Functions of Reference and Lending Libraries.* "Library Association Record," 1904, p. 29.

**B. 2.—LENDING DEPARTMENT.**

*Registration of Borrowers.* Symposium. "Library Journal," 1890, pp. 37, 74.  
Savage. *Union Register of Borrowers.* "Library Association Record," 1903, p. 307.

Brown. *Library Charging Systems.* "Library World," vols. 1-3.

[This contains the only complete illustrated account of the various kinds of indicators. See also Brown's *Manual*, chapters 13, 15, 28, 29, and Burgoyne's *Library Construction* for additional notes on some indicators].

Most of the articles in A. 1, above, apply to the policy of lending libraries.

#### C. 3.—READING ROOMS.

Burt. *Newsroom Arrangement.* "Library World," 1902, p. 256.

Dent. *Blacking-out of Sporting News.* "Library," 1894, p. 127.

James. *Reading Rooms and Periodicals.* "Library Journal," 1896 (Conf. No.), p. 49.

#### D.—JUVENILE AND OTHER DEPARTMENTS.

##### 13. JUVENILE READING ROOMS AND LENDING LIBRARIES.

Ballinger. *Children and Public Libraries.* "British Library Year-book," 1900, p. 46.

— *Children's Reading Halls.* "Library Association Record," 1903, p. 552.

Dousman. *Children's Departments.* "Library Journal," 1896, p. 406.

Fairchild. *What American Libraries are doing for Children.* "Library Association Record," 1903, p. 541.

Hewins. *Reading for the Young.* "United States Education Report," 1892-93, vol. 1, p. 944.

Plummer. *Work for Children in Free Libraries.* "Library Journal," 1897, p. 579.

##### 14. SCHOOL LIBRARIES AND LIBRARIES AND EDUCATION.

Adams. *Public Libraries and Popular Education.* 1900.

Ballinger. *Public Libraries and the Schools.* "Library," 1897, p. 239.

James. *Libraries in Relation to Schools.* "United States Education Report," 1892-93, vol. 1, p. 693.

\*Ogle. *Public Library and Public Elementary School.* "Report," 1898.

Thompson. *Public Education and Public Libraries.* "Library Association Record," 1903, p. 452.

See also *Discussion at Leeds Conference,* "Library Association Record," 1903, pp. 482-497.

##### 15. LADIES' ROOMS AND STUDENTS' ROOMS.

Wood. *Women's Reading Rooms.* "Library," 1892, p. 108.

##### 16. BRANCHES, DELIVERY STATIONS, TRAVELLING LIBRARIES.

Barrett. *Branch Libraries: Administration.* "Library Association Record," 1904, p. 78.

Cole. *Branches and Deliveries.* "United States Education Report," 1892-93, vol. 1, p. 709.

Sutton. *Branch Libraries: Number and Cost.* "Library Association Record," 1904, p. 67.

Brown. *The Village Library Problem.* "Library," 1894, p. 99.

Thomson. *Travelling Libraries.* "Library Journal," 1896 (Conf. No.) p. 29.

*Travelling Libraries. Symposium.* "Public Libraries," 1897, pp. 47, 54.

## 17. SPECIAL COLLECTIONS.

See references in Brown's *Manual*, pp. 228-229, and references at *BIBLIOGRAPHY*, F. 20.

## E. 18.—LECTURES AND OTHER AIDS TO READERS.

Briscoe. *Half-hour Talks about Books*. "Library," 1895, p. 18.  
Bain. *Lectures in connection with Libraries*. "Library Journal." 1893, p. 214.  
Dent. *Free Lectures in connection with Free Public Libraries*. "Library," 1894, p. 354.  
Kimmens. *Lectures under the Public Libraries Acts*. "Library Association Record," 1901, p. 6.  
Symposium. *Lectures*. "Library World," 1899, pp. 121, 162.  
Moore. *University Extension Lectures*. "Library World," 1903, p. 117.  
Briscoe. *Libraries and Reading Circles*. "Library Association Record," 1903, p. 219.  
McKnight. *Public Libraries and University Extension*. "Library Association Record," p. 270.  
Hill. *Public Libraries and the National Home Reading Union*. "Library Association Record," 1903, p. 615.  
Pacy. *Public Libraries and the National Home Reading Union*. "Library World," vol. 5, p. 169.  
Lancaster. *Exhibitions of Books in Public Libraries*. "Library," 1894, p. 19.  
*See also "Cataloguing, E. 9."*

## F. 19.—MUSEUMS AND ART GALLERIES.

Chambers-Fovargue. *Law relating to ... Museums*.  
Bain. *Museums in connection with Libraries*. "Library Journal," 1893, p. 214.  
Baker. *Descriptive Arrangement of Museum Collections*. "Museums Journal," vol. 2, p. 106.  
Bather. *Names on the Labels in Public Galleries*. "Museums Journal," vol. 2, p. 137.  
Brown. *Industrial Museums in their Relation to Art*. "Museums Journal," vol. 1, p. 93.  
Gilman. *Distinctive Purpose of Museums of Art*. "Museums Journal," vol. 3, p. 213.  
Hecht. *How to make small Natural History Museums interesting*. "Museums Journal," vol. 3, p. 188.  
Hoyle. *Use of Museums in Teaching*. "Museums Journal," vol. 2, p. 229.  
MacLauchlan. *Museum and Art Insurance*. "Museums Journal," vol. 1, p. 345.  
— *Technical Museums*. "Museums Journal," vol. 2, p. 163.  
Minto. *Public Libraries and Museums*. "Library Association Record," 1903, p. 261.  
Temple. *Art Galleries in relation to Public Libraries*. "Library Association Record," 1901, p. 13.

[*Note*.—The *Library Journal* contains a number of annual reports on "Aid to Readers," and in the "General Index" (1876-1897) a large number of references will be found under such heads as "Lectures," "Reading," &c.].

## G.—ROUTINE WORK AND ADMINISTRATIVE DETAILS.

## 20. BOOKBINDING

Chivers. *Practical Bookbinding*. "Library Assistant," 1901, p. 171.  
 Davenport. *Leather as used in Bookbinding*. "Library," vol. 898,  
 p. 15.  
 Johnston. *Library Binding*. "United States Education Report,"  
 1892-93 vol. 1, p. 907.  
*Society of Arts Reports on Leathers and Papers*.  
 Straight. *Repairing of Books*. "Public Libraries," 1900, p. 88.  
 Powell. *Library Bookbinding*. "Library World," vol. 5, p. 171.

## 21. STATISTICS, &amp;c.

Minto. *Public Library Statistics*. "Library," 1901, p. 164.  
*Provocative to a Discussion on Library Statistics*. "Library," 1890,  
 p. 258.  
*Report of Library Association Committee on Statistical Returns*. 1890.  
 Discussion on this, "Library," 1890, p. 445.  
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 p. 796.

## FACTORS AND PERCENTAGES.

The following figures have been derived from a number of different sources, and are intended to provide a rough basis from which various calculations can be made. As a rule, they represent average percentages, taken from a large number of results obtained in British libraries, and this must be distinctly understood all through. The figures can only be used, therefore, for the purpose of obtaining rough approximations and must not be assumed to be accurate factors which will apply to every individual library, and every kind of condition. For the purpose of obtaining a reasonably exact idea of the possible size, stock, use, or expenditure of a given library, the figures given will be found very useful, and as this is the first time any attempt has been made to collect such factors and percentages, it is hoped they will be taken for what they are, and not be magnified into something more important than they pretend to be. The compiler will be grateful for notice of any errors or inconsistencies which may be detected.

## NUMBER AND SIZE OF GREAT LIBRARIES.

The seven great nations which possess more than ten very large libraries of over 100,000 volumes, arranged in order of the total number of volumes stocked :—

Country.	Libs. over 100,000 v.	Total vols.
United States	68	15,182,000
Germany	47	13,996,000
Britain	31	8,153,000
France	27	7,186,000
Italy	27	6,072,000
Russia	12	4,041,000
Austria	15	3,967,000

The same arranged in order of the average size of the great libraries of each country :—

Country.	Average size of large libraries.
Russia	336,750 vols.
Germany	297,787 ..
France	266,148 ..
Austria	264,466 ..
Britain	263,000 ..
Italy	224,888 ..
United States	223,264 ..

#### COMMITTEES.

Variations in sizes of municipal library committees according to the data collected by Mr. John Ballinger, of Cardiff, in 1894.

No. of Committees.	No. of Members.
I	5
66	6 to 10
104	11 to 20
29	21 to 30
9	31 to 40
3	41 to 50
2	51 to 60

This gives an average of about 16 members for each committee.

#### FINANCE.

Percentages of expenditure in the principal classes of payments in municipal libraries :—

Buildings	absorb about 13 per cent. of the rate income.
Books	" 14 "
Periodicals	" 6 "
Bindings	" 5 "
Salaries	" 37 "
Establishment Charges	" 7 "
Loans	" 18 "

NOTE.—For detailed items under the above heading see Brown's *Manual of Library Economy*, p. 43.

It is important to bear in mind that, owing to the many recent gifts of library buildings by Mr. Carnegie, and the automatic extinction of loans in several places, the average percentage of expenditure on loans is gradually decreasing. Some years ago it was 25 per cent. of the rate income, now, it is 18 per cent., a reduction of 7 per cent. due to the causes just mentioned.

When there are no loans on a library, the 18 per cent. should be distributed rateably among the remaining four heads of expenditure. If divided rateably the proportions become roughly

Buildings	16 per cent.
Books	17 "
Periodicals	8 "
Binding	6 "
Salaries	45 "
Establishment	8 "

**BUILDINGS.****1.—To obtain a rough estimate of the probable cost of a building :—**

Ascertain the total area of the building in square feet, including the outside walls. Multiply this by the average height of the building, allowing ten feet additional for foundations and roof ridges. This gives the cubical contents of the building. Allow 1/- per cubic foot in London, and 10d. per cubic foot elsewhere, as the cost of the building.

**Example :—A one-floor building is 100 by 50 square feet in area = 5,000 sq. feet. Its average room height is 14 feet, which with ten feet additional makes a total height of 24 feet,**

$$\begin{array}{r}
 \text{5,000 feet area} \\
 + \quad \quad \quad 24 \text{ .. high} \\
 \hline
 20,000 \\
 - 10,000 \\
 \hline
 120,000 \text{ cubic feet.}
 \end{array}$$

At London price of 1/- per cubic foot, this building would cost about £6,000. At provincial price of 10d. per cubic foot it would cost about £5,000.

The minimum dimensions of spaces, areas, etc., detailed in Brown's *Manual of Library Economy*, p. 98, should be memorized.

**NOTE.—In planning out library floors, always allow from 18 inches to 24 inches for outside walls, and from 6 inches to 9 inches for interior partitions. Never represent any wall or partition by means of a single line, as this will throw the whole area out of proportion.**

**2.—The average number of population to every library and branch in large towns in Britain is 38,000.****BOOK SELECTION.****1.—THE FIELD OF CHOICE.**

Authorities differ as to the total number of books issued since the invention of movable type about 1454. Some place it as high as 20,000,000, others as low as 10,000,000 volumes. A fair mean would be about 15,000,000, excluding manuscripts and the great majority of local, official, and ephemeral publications. M. Paul Otlet of the International Institute of Bibliography, Brussels, has published the following detailed figures :—

Books printed from 1436 to 1536	=	42,000
[The Incunabula (1454—1500) are known to number over 30,000, alone]		
Books issued 1536—1636	=	575,000
" 1636—1736	=	1,225,000
" 1736—1822	=	1,839,000
" 1822—1887	=	6,500,000
" 1877—1898	=	1,782,000
" 1899—1903	=	750,000
[@ 150,000 per annum]		<hr/>
		Total 12,713,000 books.

In addition he allows 15,000,000 for Periodical publications, a grand total of 27,713,000 volumes. He estimates that the books are issued in the following proportions :—

Law and Sociology	25·42 per cent.
Literature	20·46 "
Applied Science	12·18 "
History, Geography	11·44 "
Theology, Religion	10·00 "
Miscellaneous, Bibliography	9·00 "
Philology	4·08 "
Natural Science	3·44 "
Art	2·62 "
Philosophy	1·36 "
	—
	100·000 "

#### 2.—PRESENT INTERNATIONAL ANNUAL OUTPUT OF BOOKS, ETC. :—

Here again there is a wide difference in the estimates, caused chiefly by the omission in some cases of pamphlets, music, prints, etc., and by omitting or including this or the other minor publishing country. A minimum estimate based upon various official returns gives the following figures :—

" Vendible " books and pamphlets	106,000
Private, official, local, institutional and other publications, not primarily issued for sale }	100,000
Magazines and Newspapers	51,000
Music	21,000
Maps and Prints	5,000
	—
	283,000 volumes.

In actual practice this annual output is only selected from to a very limited extent, and that only by the largest libraries. The following is given as the possible field of choice offered annually by the new publications of the whole world :—

British new books	2,000
American, German, French, and others	1,000
Periodicals of all kinds	1,000
Private publications of all kinds	1,000
Reprints, Music, Maps and Prints	1,000
	—

Select Annual Total from International field of choice      6,000 vols.

#### 3.—BRITISH ANNUAL OUTPUT OF BOOKS, ETC.

These are reported in the *Publishers' Circular* as averaging about 7,000 books per annum, including reprints, bibles, school-books, etc. But as this total only includes books which are chronicled in the *Publishers' Circular*, it is obvious that it is far below the mark. Here is a more accurate figure :—

New Vendible Books—( <i>Publishers' Circular</i> )	5,800
New Editions and Reprints	1,500
Periodicals—( <i>Mitchell's Press Directory</i> )	5,000
Music—( <i>British Museum Copyright figures</i> )	8,000
Maps	600
Private, Official and Local books and pamphlets, excluding commercial documents	36,100

57,000 books.

By omitting sermons, tracts, bibles, prayer-books; school-books; minor fiction; commercial tracts; out-of-the-way year-books; medical and other technology; pamphlets; and matter otherwise unsuitable for the average general library, we get the figure of 2,000 quoted above as the number of British new books from which choice can annually be made.

4.—Average percentage of different classes of books as ascertained by examining the stock tables of many libraries :—

	8 per cent. of total stock.
Science	
Useful Arts	7 "
Fine Arts	7 "
Social Science	8 "
Theology	6 "
History and Geography	15 "
Biography	8 "
Language and Literary History	5 "
Poetry	6 "
Fiction	20 "
Miscellaneous	10 "
	100 "

It will be seen on comparing these percentages with those of M. Paul Otlet for the output of books, that there is not much resemblance between the proportions of books ultimately selected and stocked by libraries and those of books published.

5.—Table showing proportionate amounts which may be annually spent on Books and Periodicals, in Libraries with different incomes :—

Total Income.	Periodicals 6 %.	Total Books 14 %.	Proportions for different kinds of books.			Total Expend. on Books and Periods. 20 %.	
			Replace- ments				
			New 8 %.	Old 4 %.	2 %.		
£ 500	£ 30	£ 70	£ 40	£ 20	£ 10	£ 100	
1,000	60	140	80	40	20	200	
1,500	90	210	120	60	30	300	
2,000	120	280	160	80	40	400	
2,500	150	350	200	100	50	500	
3,000	180	420	240	120	60	600	
4,000	240	560	320	160	80	800	
5,000	300	700	400	200	100	1,000	
10,000	600	1,400	800	400	200	2,000	
20,000	1,200	2,800	1,600	800	400	4,000	

NOTE.—In using this table it should be remembered that the Income basis is the only safe one to adopt in the case of British Municipal libraries, which are restricted in their expenditure by Parliamentary limitations.

6.—Proportions of Reference and Lending Stock in British Municipal Libraries, as averaged from many reports, etc.

Percentage of Lending Stock ... 55 per cent. of whole.  
Reference " 45 "

In a library of 10,000 volumes, this would work out as in the following table :—

Class.	55 per cent.		45 per cent.		Total.
	Lending.	Reference.	Lending.	Reference.	
Science	8 per cent. = 440		10 per cent. = 450		890
Useful Arts	7 " 385	9 "	405		790
Fine Arts	7 " 385	9 "	405		790
Social Science	8 " 440	9 "	405		845
Religion	6 " 330	8 "	360		690
History, etc.	15 " 825	16 "	720		1,545
Biography	8 " 440	10 "	450		890
Philology	5 " 275	7 "	315		590
Poetry	6 " 330	8 "	360		690
Fiction	23 " 1,265	2 "	90		1,355
Miscellaneous	7 " 385	12 "	540		925
	100 "	5,500 vols.	100 "	4,500 vols.	10,000 vols.

6.—Percentages of Books and Periodicals acquired by Purchase and Donation in British Municipal Libraries :—

Books acquired by Purchase 85 per cent.  
" " " 15 "

100 "

Periodicals acquired by Purchase 59 per cent.  
" " " 41 "

100 "

## MISCELLANEOUS PERCENTAGES.

1.—Total number of persons, over twelve years of age, in any town, who could, if so disposed, use a Public Library. 50 per cent. of the total population.

The actual figure is 60 per cent., but 10 per cent. has been allowed for illiterates, the very aged, and a certain proportion is given to persons between ten and twelve years of age.

2.—Total percentage of inhabitants of towns who actually use lending departments. 6 per cent.

This is the figure which results from taking the average number of borrowers over the whole country.

3.—Average annual issue per head of population. 1·80 books, or just 180 volumes for every 100 people. Not quite two books per person per annum.

4.—Stock to population (average of many libraries). 30·60 books per 100 of population, or less than  $\frac{1}{2}$  of a book each. Lending stock to every borrower, three books each.

5.—Staff to borrowers. 00·19 of staff for every 100 borrowers.

6.—Staff to stock. ·036 of assistant to every 100 volumes, or one member of staff to every 2,436 volumes.

7.—Estimated total users of British Municipal libraries out of a possible total of 50 per cent. of population.

Borrowers (as before)	6 per cent.
Newsroom users	10 "
Reference library users	4 "
Total	20 "

These percentages differ so much everywhere, and so much is mere guesswork that nothing very definite can be extracted from these estimates of Newsroom and Reference library use. In calculating how many people are likely to use a library, however, 20 per cent. of the population may be regarded as a safe minimum to allow for. This percentage should be used when specifications of building requirements are calculated on a population basis instead of a financial basis.

8.—Sex of Borrowers.

Males	59 per cent.
Females	41 "
100	"

9.—Ages of Borrowers.

Under 14 years of age	16 per cent.
Over 14 and under 20	32 "
" 20 " 40	34 "
" 40 years of age	8 "
Ages not stated	10 "
100	"

10.—Occupations of borrowers.

Domestic	7 per cent.
Professional	7 "
Students and Scholars	20 "
Industrial (Trades)	20 "
Commercial	29 "
Unstated	17 "
100	"

11.—Time allowed for reading books. This ranges from seven to twenty-eight days, with numerous cases of varying times being allowed by the same library, as seven and ten days, seven and fourteen days, etc.

Average of 269 libraries, about 12 days.

12.—Fines imposed for overdue books. Average of 62 libraries 1·53d., or just over 1½d. per week. Some libraries impose fines of 1d. per day overdue (4), some only 1d. a week (30).

13.—Time taken to issue Borrower's Cards. Average 4·25 days. The range is from one day (2) to one week (20).

14.—Charge for Borrowers' Cards. Out of sixty-eight libraries, forty-eight make a charge (illegal) of 1d. for each borrower's card; the remaining twenty charge nothing.

15.—Time occupied by Borrowers in the reading of Fiction and Non-fiction (i.e., times the books are actually kept by borrowers).

Fiction	8 days.
Non-Fiction	12 "
Average	10 "

16.—Table of average Issue Percentages in various classes.

Issues.	Lending.	Reference.	Whole Lib.
Fiction	63·95 per cent.	26 per cent.	54 per cent.
Juvenile	15·57 "	"	15 "
Science and Arts	6·17 "	20·36 "	8 "
History, Biography	6·12 "	34·39 "	10 "
Religion	1·58 "	6·29 "	2 "
Poetry	.99 "	4·68 "	1 "
Social Science	.55 "	4·86 "	1 "
Magazines	2·53 "	14·87 "	5 "
General	2·54 "	14·29 "	4 "
	100·00	100·00	100

When these figures are qualified by the time-measurement of issues, the percentages of fiction and non-fiction roughly work out at 50 per cent. each. The tendency is for the percentage of fiction to decrease in most parts of the country.

Armed with this series of Factors and Percentages, any librarian, committee, architect, assistant or candidate for L. A. certificates in librarianship, can work out any problem which may arise in connection with the planning or the stocking of a library. The results may not be accurate, but the data obtained will be much more scientific and satisfactory than are likely to be got by guesswork. The tables and factors can be applied in quite a number of ways, but it is very important to remember that, when calculations are being made as to the number of branches, books, staff, &c., a large town will require for its library establishment, the population or income basis must be adopted all through, otherwise there is danger of discrepancies arising. What *should* be provided, and what *can* be provided out of a limited income are two very different things.

I am indebted to Mr. James D. Stewart, of the Croydon Public Libraries, for many of the percentages relating to issues, borrowers, etc.

J. D. B.

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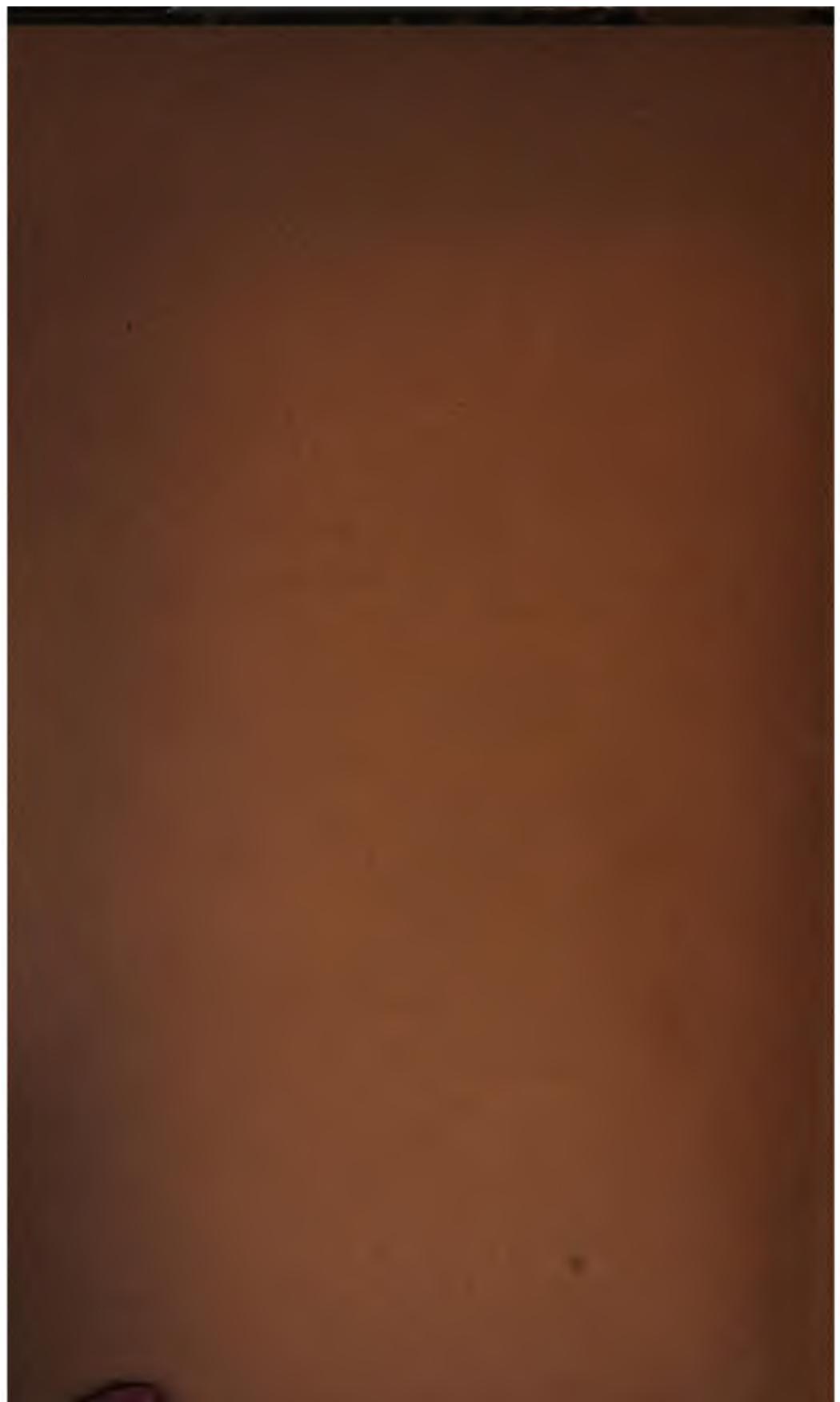
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